

Air Force Personnel Center

Air Force Single Staffing Tool Town Hall Briefing



**AFPC/DPI
Directorate of
Civilian Force Integration**



Agenda

- **Objectives**
- **What is AF-SST**
- **Why**
- **Where/When**
- **Employee Benefits**
- **Managers Benefits**
- **RPA Flow**
- **Take Aways**



Objectives

- **Primary objective:**
 - Streamline, transform, and standardize the civilian hiring process across all MAJCOMs and bases
 - Provide the manager a simplified process to fill positions
 - Empower employees to pursue future career growth opportunities.
 - Align with OPM and DoD Civilian Human Capital initiatives



What is AF Single Staffing Tool (SST)?

- **Air Force Single Staffing Tool**
 - **One location for announcements for all applicants (internal and external) - www.USAJOBBS.gov**
 - **One vacancy announcement** – less confusion; posts immediately; job opening system notification; four (4) applicant status notifications points
 - Application received
 - Applicant qualified/not qualified
 - Applicant referred/not referred
 - Applicant selected/not selected
 - **Job Opening System notification**
 - AFPC currently utilizes Candidate Announcement Notification System (CANS)



Why?

- **Government-wide mandates**
 - To simplify process for job seekers
 - Four (4) applicant status notification through USAJOBS
- **Mirrors other DoD components and private sector already using resumes**
- **Responds to the growing needs of applicants, hiring managers, and HR professionals**



Where/When?

- Pilot sites
 - USAFE bases
 - Goodfellow AFB
 - Osan AB
- Projected start 22 Feb 10
 - 120 – 180 day pilot
- **Note:** Applying for positions at all non-pilot locations throughout AF will not change from current processes during the pilot



Employee Benefits

- Employee will create resumes to highlight their skills and abilities
- Equitable consideration – all applicants reviewed using same evaluation methods; resumes to selecting official for all qualified applicants
 - Up to 5 resumes can be stored in USAJobs per applicant
 - One vacancy announcement – less confusion; posts immediately; job opening system notification; four (4) applicant status notifications points
- Assistance available from Airman and Family Readiness Centers (A&FRC) providing on-site support



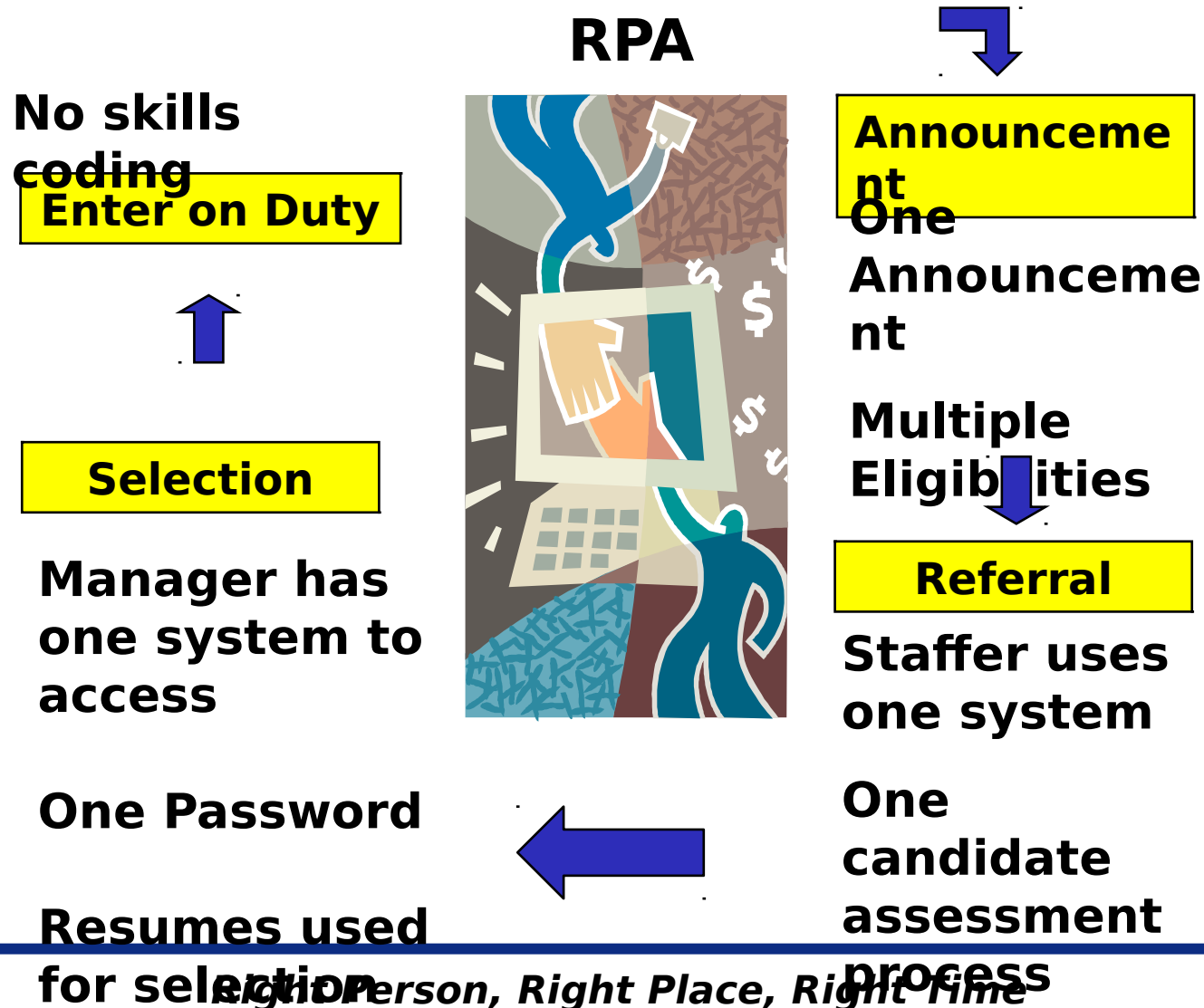
Managers Benefits

- **Manager/Supervisors**

- Currently receive referral certificates from two different staffing tools; two user ids; two passwords
- One referral certificate of qualified applicants
- Only one Userid and one password for reviewing referrals
- **Coming:** Manager Dashboard – system changes; more user friendly



Recruitment Process Flow





Take Aways

- One tool for applicant (internal and external)
- One tool for manager and staffer
- Employee creates resume
 - Describe their experiences and capabilities
- Launch date 22 Feb 10
 - 120 – 180 day test
 - Implement AF Wide



Questions??

Air Force Personnel Center

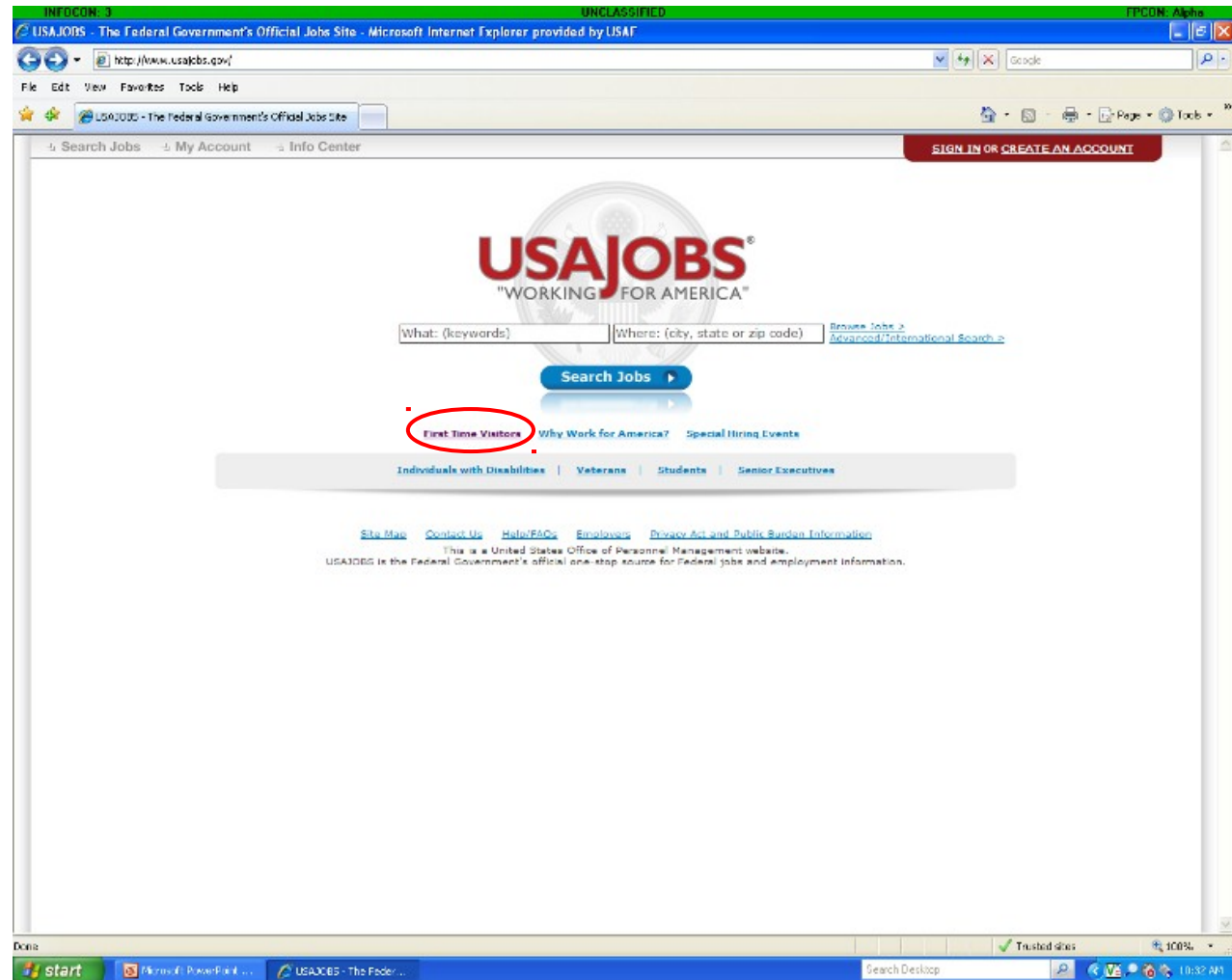




Tutorial Intro



<http://www.usajobs.gov>



Right Person, Right Place, Right Time



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USAJOBS - First Time Visitors - Microsoft Internet Explorer provided by USAF

http://www.usajobs.gov/firsttimevisitors.asp

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USAJOBS - First Time Visitors

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Welcome to USAJOBS!

USAJOBS is the official job site of the US Federal Government.
It's your one-stop source for Federal jobs and employment information.

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Look for a Job ▶

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Learn how to use USAJOBS
- Learn about the federal hiring process
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- Search by Agency, Occupation, Location...
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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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- APPLYING FOR A FEDERAL JOB
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